

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS  
1700 K STREET  
SACRAMENTO, CA 95814-4037  
TDD (916) 445-1942



## ADP BULLETIN

Title <b>UPDATE ON PREVENTION ACTIVITIES DATA SYSTEM (PADS)</b>		Issue Date:  06-29-98  Expiration Date:	Issue No.  <b>98-32</b>
Deputy Director Approval  (signed by) JAMES M. KOOLER, Dr.P.H. Prevention Services Division	Function  <input type="checkbox"/> Information Management <input type="checkbox"/> Quality Assurance <input type="checkbox"/> Service Delivery <input type="checkbox"/> Fiscal <input checked="" type="checkbox"/> Administration	Supersedes Bulletin/ADP  Letter No. N/A	

**PURPOSE**

The purpose of this bulletin is to discuss the progress and future actions regarding the Prevention Activities Data System (PADS).

**DISCUSSION**

As you know, the first reporting period for PADS began on January 1, 1998, and will end on June 30, 1998, with submission of the forms due to the Department of Alcohol and Drug Programs (ADP) no later than July 31, 1998. (Please see instructions on the reverse side of Form ADP 7235A (revised 1/30/98.) During this first six-month implementation period, many questions have been raised at the county and provider levels on how best to complete the ADP 7235(A-G) forms in order to obtain the most accurate and reliable data. We appreciate your patience and diligence and hope that some of these questions have been answered while actually working with the process and the forms. We realize that many questions remain and, as with any new major undertaking, that questions will continue to arise. For this reporting period, we also realize that the method of data collection and the understanding of how best to collect data may not be consistent across counties, or even from provider to provider within a county. However, we must keep in mind that we are breaking new ground, and that we can expect clarification and improvement in the coming months.

**Important Reminders**

- Counties are to submit PADS forms to ADP no later than July 31, 1998. The County must submit one set of forms for each provider that is receiving primary prevention dollars as listed on the Master Provider File (MPF) and the County's Negotiated Net Amount (NNA) Contract. The set of forms returned to ADP for each primary prevention provider must always include one Form ADP 7235A and at least one strategy form.
- Only one set of forms are to be submitted for each primary provider identification number.
- If you have not done so, please submit corrections to your primary prevention provider listing as requested in ADP Bulletin 98-24, dated May 14, 1998. Corrections are important because this information is linked with information already in ADP's fiscal database and MPF. This information will also be cross-checked with the information submitted on your PADS forms.

**Plans and Coming Events**

- A series of technical assistance conference calls are planned for the month of July.
- A series of technical assistance workshops are planned for September.
- ADP is in the process of developing and testing software for PADS.
- A user guide (more detailed instructions) on how to collect the data and complete the forms is being developed.
- The PADS' web site is continually being updated with new information. As a reminder, the PADS' page can be reached through ADP's Internet web site (<http://www.adp.cahwnet.gov>). From the "Welcome" page, click on "Department Services and Programs," then on "Program Information," and finally on the PADS selection in the Table of Contents. Two new items have been placed on the web site since our May 1998 notification of this web site: a listing of county administrators and/or prevention coordinators and the PADS' data dictionary.
- The PADS forms for the next reporting period (July 1, 1998 through June 30, 1999) will be sent to counties in August. These forms contain minor revisions and will not be sent earlier to avoid confusion with the forms to be submitted for the first reporting period. The format of the forms has not changed; however, the forms have been revised to include: three new target populations; new service categories for the Education and Community-Based Process strategies; and expanded instructions in each strategy for participant characteristics.

Thank you once again for your attention and cooperation on this critical activity.

## **REFERENCES**

Master Provider File (MPF)  
Negotiated Net Amount (NNA)

## **HISTORY**

### **[ADP Bulletin – Issue No. 97-64](#)**

Form ADP 7235 Revised to Accommodate the Data collection Instrument Entitled the Prevention Activities Data System  
November 13, 1997

### **[ADP Bulletin – Issue No. 98-03](#)**

Implementation of the Prevention Activities Data System beginning January 1, 1998  
February 10, 1998

### **[ADP Bulletin – Issue No. 98-24](#)**

PREVENTION ACTIVITIES DATA SYSTEM (PADS)  
May 14, 1998

## **QUESTIONS/MAINTENANCE**

If you have any questions, please call Margaret Cossey, Analyst, at (916) 324-4468 or by e-mail at [mcossey@adp.state.ca.us](mailto:mcossey@adp.state.ca.us).

## **EXHIBITS**

None

## **DISTRIBUTION**

County Alcohol and Drug Program Administrator  
County Alcohol and Drug Program Prevention Coordinators  
Director's Advisory Council  
Wagerman Associates, Inc.